

**SUBSTANCE ABUSE COUNSELORS
ADVISORY COMMITTEE
MINUTES
February 2, 2006**

PRESENT: Bob Aebli, Valerie Allen, Latrice Briggs, Todd Campbell Lorie Goeser, Sheryl Graeber, Sandra Graham, Gail Kinney, Kevin Knudson, Cesar Mejia, Tony Moore, Vicky Quintanilla, Sally Tess, Michael Waupoose, Sheila Weix, Sterlon White, Kathryn Wolf

EXCUSED: None

STAFF: Celia Jackson, Secretary of DRL; Jeff Scanlan, Director of Health Service Professions; Steve Gloe, DRL Head Legal Counsel; Dennis Schuh, Legal Counsel; Cathy Pond, Credentialing Administrator; Barbara Showers, Office of Education and Examinations; Gina York, Bureau Assistant, and other DRL staff

GUESTS: Mark Herstand, NASW-WI; Susan Endres, DHFS

CALL TO ORDER

Jeff Scanlan, Director of Health Service Professions, called the meeting to order at 9:07 a.m. Mr. Scanlan welcomed committee members and introduced Department staff in attendance at today's meeting.

APPROVAL OF AGENDA

Additions to the Agenda:

None.

MOTION: Michael Waupoose moved, seconded by Shelia Weix, to approve the agenda of February 2, 2006 as written. Motion carried unanimously.

**WELCOME TO THE ADVISORY COMMITTEE AND INTRODUCTIONS
SECRETARY CELIA JACKSON**

Celia Jackson, Secretary of Department of Regulation and Licensing, greeted committee members and welcomed them to today's meeting. Secretary Jackson shared with the Committee

her committee appointments, goals, and objectives for the Committee. Secretary Jackson informed Committee members that the main contact for all committee business would be Jeff Scanlan, Director of Health Service Professions. Mr. Scanlan also shared additional contact information with the Committee. If a member would need information regarding legal/rules issues or credentialing applications, members should contact one of the following individuals:

Jeff Scanlan, Bureau Director	(608) 267-7223	email: jeff.scanlan@drl.state.wi.us
Dennis Schuh, Legal Counsel	(608) 266-9813	email: dennis.schuh@drl.state.wi.us

**CORE VALUE/TEAM BUILDING EXERCISE
GENERAL INTRODUCTIONS OF ADVISORY COMMITTEE MEMBERS AND
DEPARTMENT STAFF AND COMMITTEE MEMBERS WILL SHARE A BRIEF
BIOGRAPHY/STORY AND TAKE PART IN A “CORE VALUES” ACTIVITY FOR
THE COMMITTEE**

Sandra Graham presented to the Committee the core value and team building exercise. Each member participated and shared their biographies as part of the core values activities.

**GENERAL DEPARTMENT OF REGULATION AND LICENSING POLICY &
PROCEDURE REVIEW WITH BOARDS**

Jeff Scanlan, Director of Health Service Professions, did an annual review of department policies with the Committee at today's meeting. They are as follows:

- 1) Agendas and Addendums Policy: This policy was reviewed with the Committee and it was clarified with them that agenda items can be submitted up to three weeks before the upcoming scheduled meeting date. After that deadline, an addendum would be required. An addendum is used only to post items that are of an urgent nature and cannot wait until the next meeting. This should be a rare occurrence and not the norm in preparing meeting agendas. Items that do not qualify as an urgent item will be considered for the next meeting agenda and will be part of that meeting's posting.
- 2) The Quorum Confirmation Policy: This policy was reviewed with the Committee and was clarified with them that if we do not hear from board members we would assume they will be attending the meeting. We will not be checking for a quorum each time. Only if we are contacted by two or more individuals indicating they will not be able to attend an upcoming scheduled meeting will we contact Section members to verify a quorum.
- 3) Role and Responsibilities of Board Member: The role and the specific responsibilities of a board member were shared with the Committee and a copy of this information was provided in their agenda packets to use as a resource.
- 4) The Hotel Policy: This policy was reviewed with the Committee regarding hotel room reservations for all meetings. The hotel policy is as follows:

DEPARTMENT POLICY

1. If the Board Member is not going to use the reserved hotel room, it is the **responsibility of the Board Member** to cancel the room by calling the hotel themselves. If the room is not cancelled, the Board Member would be responsible to pay the bill.
 2. If we cancel a meeting because of lack of quorum or no business, it should be our responsibility to cancel any room reservations.
- 5) Scheduling of Future Committee Meeting Dates: The Committee scheduled the following future meeting dates at today's meeting.

March 8, 2006
April 12, 2006
May 17, 2006
June 21, 2006
July 25, 2006
August 23, 2006
September 19, 2006

OVERVIEW OF THE TRANSFER OF THE REGULATION OF SUBSTANCE ABUSE PROVIDERS FROM THE DEPARTMENT OF HEALTH AND FAMILY SERVICES TO THE DEPARTMENT OF REGULATION AND LICENSING AS PER 2005 WISCONSIN ACT 25 ASSEMBLY BILL 100

REVIEW OF THE MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE OF DEPARTMENT OF HEALTH AND FAMILY SERVICES, THE DEPARTMENT OF REGULATION AND LICENSING AND THE WISCONSIN CERTIFICATION BOARD FOR TRANSFER OF REGULATION OF SUBSTANCE ABUSE CERTIFICATE HOLDERS

Dennis Schuh, Legal Counsel, informed and discussed the Memorandum of Agreement (MOA) between the Department of Health and Family Services (DHFS), the Department of Regulation and Licensing (DRL), and the Wisconsin Certification Board (WCB) for the transfer of Regulation of Substance Abuse Certificate Holders at today's meeting. Attorney Schuh shared that there has been many hours of discussion to reach this resolution and all parties involved have been very cooperative in working toward the finalization of this agreement. He then discussed with the Committee the transfer process of Substance Abuse (AODA) Counselors and asked the Committee for suggestions on ways to get information out to credential holders and educators to notify students.

EMERGENCY RULES DISCUSSION AND NEED FOR EMERGENCE RULE REGARDING CODE OF CONDUCT

Dennis Schuh, Legal Counsel, provided information to the Committee regarding whether there is a need for emergency rules to address code of conduct. Attorney Schuh provide a handout of Chapter 4, RL 154.01 Unprofessional Conduct for review and discussion at today's meeting. He provided a brief summary to the Committee regarding the administrative rule process. He shared the specific role of the Committee and emphasized that this is a collaborative effort and encouraged all members involvement to ensure that rules are developed that will address the various needs of all affected departments and credential holders.

DISCUSSION REGARDING TRANSFER OF LICENSURE ISSUES AND PROBLEMS IDENTIFIED OTHER ADDITIONAL ISSUES NEXT STEPS AND SOLUTIONS

Dennis Schuh, Legal Counsel, discussed various issues and problematic areas identified at today's meeting. He clarified questions regarding Act 80 and the interpretation of Act 25. Attorney Schuh provided an outline of DRL Tasks to be completed over the next few months and WCB's role up until DRL takes over responsibilities in full. They were as follows:

DRL Tasks

- 1) Adopting rules setting standards for initial certification
- 2) Adopting rules setting standards for recertification (i.e. renewal)
- 3) Adopt rules setting standards for endorsement/reciprocity
- 4) Adopting rules setting standards of conduct
- 5) Address the issue of adopting rules regarding continuing education
- 6) Address the continuation of the WCB certification process during the interim

WCB's Role

- 1) Memorandum of Agreement – This has been accomplished by the agreement.
- 2) Timeframe of Transfer – This has been accomplished and identified.
- 3) DRL Prepared for Responsibility of Regulation – discussed current levels of certification and what the legislature has already mandated.

INFORMATIONAL ITEMS

None.

CONSULTING WITH LEGAL COUNSEL

Dennis Schuh, Legal Counsel, was available for consultation throughout today's meeting.

VISITOR COMMENTS

Marc Herstand, NASW-WI, informed the Committee that the association has a standards committee that meets monthly to discuss standards and stated he may make a request to be placed on the agenda for the next Substance Abuse Counselors Advisory Committee.

OTHER COMMITTEE BUSINESS

Dennis Schuh and Jeff Scanlan thanked all Committee members for all of their input, time and dedication to the large task before them. Committee members all had an opportunity to share their input on what today's experience had been for them. Many felt very positive, excited, and were impressed by everyone's commitment toward the work ahead.

ADJOURNMENT

MOTION: Bob Aebli moved, seconded by Kathryn Wolf, to adjourn the meeting at 4:01 p.m. Motion carried unanimously.